

Alabama Virtual Library Executive Council Minutes

September 22, 2010-10:30am-Bailey Bldg. Montgomery AL

Approved Jan. 12, 2011

The meeting was called to order at 10:35 am by Kandis Steele.

Members present were, Paul Mohr, Mary Beth Green, Paul Blackmon, Melinda Maddox, Melissa Shields, Danny Stewart, Ray Jacoby, Debra Wallace, and Denise Oliver.

Others present were Ron Leonard and Gina Frady.

The agenda was approved as submitted. Mohr/Stewart

The minutes were approved with corrections. Mohr/Stewart

Review of the Budget

Melinda Maddox reported on the AVL budget. She said that the process to transfer to ASA had been started at the beginning of the fiscal year and requested that instructions for transfers be sent to her. She will send Council an official approved budget for the AVL when she receives it from SDE accounting as of September 17, 2010.

Danny Stewart created an AVL budget history and distributed it to the Council. He reported that AVL will have \$252, 600 less to spend this year from last year. The council approved a projected budget of \$2,771,651 for databases. Stewart/Jacoby There was a motion and approval to set aside funds for postage and printing. Stewart/Mohr

There was a motion and approve to adopt the cost proposal from ASA for AVL technical support. Mohr/Stewart.

Ray Jacoby, Denise Oliver, and Debra Wallace, ASA Council members, abstained from this vote.

There was a motion and approval to set aside 10% of the budget toward possible proration. Mohr/Maddox

Unfinished Business

Procedures required by fiscal agent, copies of license agreements, meeting with fiscal agent.

Paul Mohr requested that the budget spreadsheets be presented in a uniform formatting. Dr. Maddox and Danny Stewart will work together to provide a standard budget format for the Council.

Dr. Maddox asked that the Council try and formalize the budget process and have a single point of contact on the Council. Danny Stewart will serve in this position as treasurer.

Dr. Steele requested that copies of the signed license agreements be provided by the fiscal agent to the Council so that each year these records could aid in the negotiation process. They also need to be a part of the AVL archived files for reference. Kandis stated she would be setting up a meeting with the fiscal agent to discuss timelines and procedures for future budget years. The Council wants to be sure they do not miss important deadlines and to follow all financial procedures.

Dr. Maddox will get Angela Bandy, her secretary, to handle copies of licenses and Ron will provide what he has as well. Melissa Shields suggested that we set up an intranet for all AVL records. There was a motion and approval to investigate digitizing records on a protected site. Shields/Green

Kandis will set up appointments and visit all agency partner directors to discuss AVL objectives and report on progress. Council felt this was important as agency directors have changed and also with the change of governor there needs to be an effort to inform them about the AVL.

Nominating

There was a motion and approval for Council members to send suggestions for a description of the Treasurer position to Dr. Mohr within fifteen days of the next meeting for Council to approve. Mohr/Blackmon.

There was a motion and approval to accept Denise Oliver as the Secretary to fill the position vacated by the retirement of Ginger Eastman. Mohr/Maddox

Publicity

Ray Jacoby reported that the AVL will have a booth at the Alabama Association of Community Colleges conference and a presentation on the new website. He has asked for volunteers to man the booth and help set up.

Ray reported that he will work with EBSCO to develop new printed materials. His ideas for promotion were to use an email list to communicate and promote the AVL and to coordinate participation in conferences.

Database Review

No Report

Technical Report

Gina gave a report on the new website and discussed increased usage. Since the website has not been live very long she used the month of August as a measure and showed the tremendous increase in use from Aug. 2006-2010. Usage in Aug. 2010 increased 40% over the same month in 2009. She also reported that visits to the new website has increased each week since the site went live using the GEO IP authentication. Card usage is down as expected but searches are continuing to increase. Some of the problems encountered with the GEO IP are with air card usage, satellite internet service, and schools located on state lines. The website is still being tweaked and improved and will continue to evolve.

Back to School Contest

Ron Leonard asked for help designing the back to school contest. The Council then discussed promoting a contest where students would develop u-tube videos or something similar to show creative ways of using AVL resources. Melissa Shields said if schools were filtered from u-tube that it could be posted on school-tube. Ray Jacoby will work on this with Ron. Roll out the contest in October. A committee will meet to develop the contest and Ron will send out his ideas.

Ron reported that EBSCO will help with AVL promotion of the Gulf Oil Spill page and other promotional materials. He will set up a meeting with them to discuss what the AVL wants and needs in the way of promotional materials.

New Business

Committee Assignments

Kandis handed out a list of all the committees with tentative member assignments. When the committees are finalized they will be posted on the AVL website.

Letters of appointment still have not been received to replace Nancy Pack, Sheri Downer, and Bonnie Lee. Kandis will follow up.

Denise Oliver reported that she will be presenting to the Southern Regional Education Board about the new AVL Geo IP in a webinar and then in 2011 in New Orleans to the Consortia of School Networking. Both of these presentations will give national exposure to the AVL. She is also presenting a session on the new website to students at Childersburg High School. ASA presented at the Alabama Education Technology Association meeting and Rob Latham presented a First Friday webinar to school librarians. Melissa Shields suggested that we present at ISTE as well.

A meeting schedule will be sent out by the secretary for 2011-12. Meetings will be held at 10:30 at the Bailey Bldg in Montgomery unless otherwise designated.

The meeting adjourned at 1:10pm.

Respectfully submitted,

Denise B. Oliver, AVL Secretary